

CANNON BUILDING  
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STATE OF DELAWARE  
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

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<b>PUBLIC MEETING MINUTES:</b>	<b>REAL ESTATE EDUCATION COMMITTEE</b>
<b>MEETING DATE AND TIME:</b>	<b>Thursday, June 6, 2013 at 9:00 a.m.</b>
<b>PLACE:</b>	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room A</b>
<b>MINUTES APPROVED</b>	06/27/2013

#### **MEMBERS PRESENT**

Danielle Benson, New Castle County, Professional Member, Chairperson  
Donna Klimowicz, New Castle County, Professional Member, Vice Chairperson  
Barbara Brodoway, New Castle County, Public Member  
Tom Burns, Kent County, Professional Member  
Doug Doyle, Kent County, Professional Member  
Casey Price, Sussex County, Professional Member  
Tammy Reagan, Sussex County, Professional Member  
Tim Riale, Sussex County, Professional Member  
Michael Rushe, Kent County, Public Member  
Elaine Woerner, New Castle County, Professional Member

#### **DIVISION STAFF**

Eileen Kelly, Deputy Attorney General  
Sandra Wagner, Administrative Specialist III  
Jessica Williams, Administrative Specialist II

#### **ALSO PRESENT**

Phil McGinnis

#### **CALL TO ORDER**

Ms. Benson called the meeting to order at 9:40 a.m.

#### **NEW BUSINESS**

##### **Review of Negative Instructor Evaluation – Philip McGinnis**

The Committee reviewed Philip McGinnis' negative instructor evaluation for a course titled "BPO (Broker Price Opinion) vs. CMA held on March 6, 2013. The Committee raised concerns regarding how the course was marketed. Ms. Williams advised the Committee of an e-mail received from the Course Provider providing an explanation of the negative feedback. Mr. McGinnis addressed the Committee advising the members that he takes full responsibility for the negative scores. He reported that the course was held during a snowstorm, and the participants thought they would get both Pennsylvania and Delaware credit for successful completion, but

the course was not approved in time through Pennsylvania. Mr. McGinnis advised the Committee that he did rename and restructure the course for future events.

Mr. Doyle moved, seconded by Ms. Reagan, in accordance with Education Guideline 11.4.3, to have Mr. McGinnis' next course be monitored by Ms. Klimowicz (at this time the next scheduled course he is scheduled to teach is at the DAR convention). If Mr. McGinnis is scheduled to teach another course prior to the September DAR convention, he will contact the Committee for the monitor to attend the course. Motion carried with Mr. Rushe opposed.

Mr. Riale moved, seconded by Mr. Doyle to send an advisory letter to the Delaware School of Real Estate outlining course provider responsibilities, negative comments and sexual harassment. Motion unanimously carried.

### **UNFINISHED BUSINESS**

#### **Continued Discussion Regarding Hosting an Informational Workshop for Course Providers**

Ms. Williams advised the Committee that Ms. Wagner spoke with Polytech Adult Education, and the costs of hosting an informational workshop after the annual seminar, are astronomical. Ms. Wagner advised the Committee that individuals who wished to attend the course would have to pay a registration fee and additional costs if they wished to have lunch. The Committee was advised that the funds are not available to host a free informational workshop. Ms. Williams advised the Committee that she has not received as many calls regarding the educational process within the past eight months from course providers. She believes that if the Committee hosted an informational workshop immediately after the regulatory changes took place, it would be more beneficial to the Committee and the course providers.

Mr. Doyle moved, seconded by Ms. Woerner to cancel hosting an informational workshop for course providers. Motion unanimously carried.

### **REVIEW OF MINUTES**

Mr. Doyle moved, seconded by Mr. Rushe, to approve the May 2, 2013 minutes as presented. Motion unanimously carried.

### **NEW BUSINESS**

#### **Update from the Commission – Ms. Benson**

Ms. Benson advised the Committee that the Commission no longer wants courses to be approved for modules 6 and/or 7, they should be approved for either or. The course provider would have to determine which module they wish to offer the course. The Committee discussed circumstances such as if an individual takes two separate module 6 courses, one should be acceptable to use as module 7.

### **UNFINISHED BUSINESS**

#### **Review Previously Tabled Instructor Application for Niles Breland, Jr.**

Mr. Riale moved, seconded by Ms. Reagan to recommend approval for the previously tabled instructor application for Niles Breland, Jr. Motion unanimously carried.

### **NEW BUSINESS**

Review of Course Provider Applications

Mr. Riale moved, seconded by Ms. Reagan, to recommend approval, denial or tabling, of the following items as noted below. Motion unanimously carried.

Course Provider: Century 21 Gold Key Realty  
Course Title: Delaware Agreement of Sale      **Approved**  
Credit Hours: 3.0  
Module: 3

Course Provider: The CE Shop, Inc.  
Course Title: The Fundamentals of Commercial Real Estate      **Approved**  
Credit Hours: 3.0  
Module: 6

Course Title: Anatomy of Commercial Building      **Approved**  
Credit Hours: 3.0  
Module: 6

Course Provider: Sussex County Association of Realtors  
Course Title: Show Me the Money!      **Approved**  
Credit Hours: 3.0  
Module: 5

Course Title: DSHA Homeownership Financing Programs      **Tabled – Incomplete Application Submitted**  
Credit Hours: 3.0  
Module: 7

Course Provider: Omega Real Estate School  
Course Title: The Code of Ethics      **Approved**  
Credit Hours: 3.0  
Module: 2

Course Title: Introduction to Professional Property Management      **Approved**  
Credit Hours: 3.0  
Module: 6

Course Title: Using Green to Market Buyers and Sellers      **Approved**  
Credit Hours: 3.0  
Module: 7

Course Title: Legislative Issues      **Approved**  
Credit Hours: 3.0  
Module: 5

Course Title: Obtaining and Retaining Listings      **Approved**  
Credit Hours: 3.0  
Module: 7

Course Provider: Association of Realtors School  
Course Title: Senior Housing Choices – Should I Stay or Should I Go?      **Approved**  
Credit Hours: 3.0

Module: 7

Course Title: Understanding Negotiation: The Parties, Their Roles & Their Emotions **Approved for**  
**Module 7 Only**  
Credit Hours: 6.0  
Module: 7

Course Provider: McKissock, LP

Course Title: The Ins and Outs of Property Management **Approved**  
Credit Hours: 3.0  
Module: 7

Course Title: Simple Questions, Big Consequences: How to Avoid Fair Housing Violations **Approved**  
Credit Hours: 3.0  
Module: 7

Course Title: Danger in Plain Sight: Understanding Lead Paint for Property Managers **Approved**  
Credit Hours: 3.0  
Module: 7

Course Title: A Property Manager's War Chest of Tools for Conflict Resolution **Approved**  
Credit Hours: 3.0  
Module: 7

Course Title: A Day in the Life of a Buyer Agent **Approved**  
Credit Hours: 3.0  
Module: 7

Course Provider: Maryland Association of Realtors

Course Title: Contracts: Formation and Termination **Denied – Maryland Specific**  
Credit Hours: 3.0  
Module: 3

Course Title: Does Your Rental Property Still Measure Up? **Approved**  
Credit Hours: 3.0  
Module: 7

Course Title: Lending's Fine Line: Creative Financing or Predatory Pitfall **Approved**  
Credit Hours: 3.0  
Module: 7

Course Title: Critical Rules, Reforms & New Realities **Approved**  
Credit Hours: 3.0  
Module: 7

Course Title: Cracking the Credit Code: The Key to More Mortgages **Approved**  
Credit Hours: 3.0  
Module: 7

Course Title: Ethics is the End Game **Approved**  
Credit Hours: 3.0  
Module: 2

Course Title: Lead Paint & the EPA: 37,500 Reasons to Care     **Approved**  
Credit Hours: 3.0  
Module: 5

Course Title: Property Management – A Smart Addition to Your Service Portfolio     **Approved**  
Credit Hours: 3.0  
Module: 7

Course Title: The Many Risks in Real Estate     **Denied – Maryland Specific**  
Credit Hours: 3.0  
Module: 7

Course Provider: Stephen M. Marcus  
Course Title: Selling HUD Homes – Making it Easy!     **Approved for 3.0 hours**  
Credit Hours: 3.0  
Module: 6

Course Provider: Kent County Association of Realtors  
Course Title: What's the Difference between Business Ethics & Personal Ethics?     **Approved**  
Credit Hours: 3.0  
Module: New Licensee Module 1

Course Title: The Agreement of Sale     **Approved**  
Credit Hours: 3.0  
Module: New Licensee Module 2

Course Title: Know Your Paperwork     **Approved**  
Credit Hours: 3.0  
Module: New Licensee Module 3

Course Title: Follow the Golden Rule     **Approved**  
Credit Hours: 3.0  
Module: New Licensee Module 4

Course Provider: The Commercial Real Estate School of TriState Realtors Commercial Alliance  
Course Title: Owning Versus Leasing Real Estate     **Approved**  
Credit Hours: 3.0  
Module: 7

Review of Instructor Applications

Ms. Klimowicz moved, seconded by Ms. Brodoway, to recommend approval, denial or tabling, of the following items as noted below. Motion unanimously carried.

Jason Harman     **Approved**  
Continuing Education: Module 7 – What's Under Your House?

Mark Holloway     **Approved**  
Continuing Education: Module 2 & 5; Module 7 – RE Ethics and Professional Standards; Agency Relation/Responsibilities; Professional Enhancements for Practicing Licensees

Pre-Licensing Course: Orientation; Real Estate Sales; Real Estate Mathematics

Stephen Marcus     **Approved**

Continuing Education: New Licensee Modules 1 - 4; Continuing Education Modules 2 – 6

Pre-Licensing Course: Orientation; Real Estate Sales; Real Estate Mathematics

Deirdre McCartney     **Tabled – Incomplete Application**

Continuing Education: Module 2; Module 7 - Evictions

Broker's Course: Legal & Governmental Aspects of Real Estate

Alvin Monshower     **Approved**

Continuing Education: New Licensee Module 1; Continuing Education Modules 1 – 6; Module 7 – Legislative Updates; Risk Reduction; Buyer Agency; Procuring Cause; Disclosure, Ethics; What's Material?; Contract Formation & Termination; Real Estate Hot Buttons and Issues, Short Sales Done the Right Way

Stephen Norman     **Approved**

Continuing Education: Modules 3 & 5

Pre-Licensing Course: Real Estate Law

Broker's Course: Real Estate Documents, Legal & Governmental Aspects of Real Estate

Paul Dizmang     **Approved**

Continuing Education: Module 7 – Lead Paint & the EPA; Property Management – A Smart Addition to Your Service Portfolio

Chandra Hall     **Approved**

Continuing Education: Module 7 – Lending's Fine Line; Cracking the Credit Code; Critical Rules, Reforms & New Realities

Deborah Hutson     **Approved**

Continuing Education: Module 2

Charles Kasky     **Approved**

Continuing Education: Module 7 – The Many Risks in Real Estate

Marilyn Lyons     **Approved**

Pre-Licensing Course: Orientation; Real Estate Mathematics

John Tarburton     **Approved**

Continuing Education: Modules 3 & 5

Pre-Licensing: Real Estate Law

Broker's Course: Legal & Governmental Aspects of Real Estate

Robert Fleck     **Approved**

Continuing Education: Module 7 – A Day in the Life of a Buyer Agent

Travis Martinez     **Approved**

Continuing Education: Module 7 – A Property Manager's War Chest of Tools for Conflict Resolution; The Ins and Outs of Property Management; Danger in Plain Sight: Understanding Lead Paint for Property Managers; Simple Questions, Big Consequences: How to Avoid Fair Housing Violations as a Property Manager

Review of Student Requests for Approval of Continuing Education Activities

Mr. Doyle moved, seconded by Mr. Rushe, to recommend approval, denial or tabling, of the following items as noted below. Motion unanimously carried.

Student Name: Brian Doreste **Approved for 18.0 Hours (Licensee will be required to complete Module 5 for current licensure period)**

Course Title: R.E. Office Management (Pennsylvania Broker Pre-Licensing Course)

Course Provider: Polley Associates

Credit Hours: 21.0

Module(s): 1, 2, 3, 4, 6 & 7

Student Name: Cindy Benjamin **Approved**

Course Title: New Salesperson Module 2 – Agreement of Sale Buyer Representation

Course Provider: Sussex County Association of Realtors

Credit Hours: 3.0

Module(s): 7

Student Name: Mary Linthicum **Approved**

Course Title: The Code of Ethics – Your Promise to Professionalism (New Salesperson Module 1)

Course Provider: Sussex County Association of Realtors

Credit Hours: 3.0

Module(s): 2

Student Name: Mary Linthicum **Approved**

Course Title: New Salesperson Module 2 – Agreement of Sale Buyer Representation

Course Provider: Sussex County Association of Realtors

Credit Hours: 3.0

Module(s): 3

Student Name: Tiffany Walter **Approved**

Course Title: NAR Ethics

Course Provider: Sussex County Association of Realtors

Credit Hours: 3.0

Module(s): New Salesperson Module 1

Student Name: Trever Clark **Approved**

Course Title: NAR Ethics

Course Provider: Sussex County Association of Realtors

Credit Hours: 3.0

Module(s): New Salesperson Module 1

Student Name: Laura James **Approved**

Course Title: New Salesperson Module 4 – Real Estate Professionalism

Course Provider: Sussex County Association of Realtors

Credit Hours: 3.0

Module(s): 2

Student Name: Lauren Schuyler **Approved**  
Course Title: New Salesperson Module 4 – Real Estate Professionalism  
Course Provider: Sussex County Association of Realtors  
Credit Hours: 3.0  
Module(s): 7

### **CORRESPONDENCE**

There was no correspondence.

### **OTHER BUSINESS BEFORE THE COMMITTEE** (for discussion only)

Ms. Williams informed the Committee that several individuals have contacted her, stating that recruiting is occurring within the pre-licensing courses; as well as offering different courses that have been approved in multiple jurisdictions at the same time. In the future, course providers will be randomly monitored during their courses. Ms. Williams will prepare a draft notice to course providers requesting their scheduled courses for the Committee to review during their next meeting. The draft correspondence will be placed on the next meeting agenda.

It was requested that "Discussion Regarding Module 7 Fulfillments" be added to the next meeting's agenda.

### **PUBLIC COMMENT**

There was no public comment.

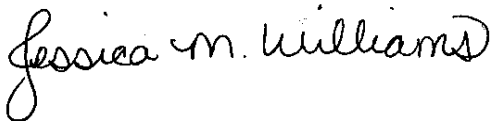
### **NEXT SCHEDULED MEETING**

The next meeting will be held on Thursday, June 27, 2013 at 1:00 p.m. in Conference Room A, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

### **Adjournment**

There being no further business, Mr. Rushe moved, seconded by Ms. Klimowicz, to adjourn the meeting. Motion unanimously carried. The meeting adjourned at 11:52 a.m.

Respectfully submitted,



Jessica M. Williams  
Administrative Specialist II